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HARYANA GOVERNMENT

INDUSTRIES & COMMERCE DEPARTMENT

Notification

The 21st June, 2021

No. 2/4/2021-11B-II.— In pursuance of Government of Haryana Notification No. 2/10/2019-11B-II, dated 05.01.2021 whereby the Governor of Haryana created a Directorate of Micro, Small and Medium Enterprises, Haryana, with the Additional Chief Secretary or Principal Secretary to Government, Haryana, Industries & Commerce Department as its Administrative Secretary, the Governor of Haryana is further pleased to order that the organization structure and Administration set-up for setting-up the Directorate of Micro, Small and Medium Enterprises, Haryana, will be as under:-

1. Cells and Branches in the Directorate of MSME

There shall be following cells and branches within the Directorate of Micro, Small and Medium Enterprises:-

- a. Market Development & Export Promotion
- b. Cluster Development
- c. Entrepreneurship Accelerator
- d. Financial Services & Credit Facilitation.
- e. Regulatory Facilitation & Grievances Resolution.
- f. Wholesale & Retail Trade
- g. Micro & Village Enterprises Development.
- h. Sectoral Cell
- i. Intelligence & Knowledge Hub.

These Nine Cells shall be headed by Three Additional Director meaning thereby each Additional Director shall head three Cells. Each Additional Director shall be responsible for the functioning and performance of the three assigned cells under each category. Each cell will be headed by a Cell Head who will be Subject Matter Experts in case of Market Development & Exports Promotion, Cluster Development, Entrepreneurship Accelerator and Intelligence & Knowledge Hub Cells and Joint Directors in case of remaining Five Cells viz. Credit Facilitation & Financial Services, Regulatory Facilitation & Grievances Resolution, Wholesale & Retail Trade, Micro & Village Enterprises Development and Sectoral Cells.

2. There shall be a IT Branch, Legal Branch, Finance Branch and HR Branch within the Directorate of Micro, Small and Medium Enterprises which shall be headed by Additional Director preferably an Officer from IAS/HCS cadre.
3. There shall be a MSME Advancement and Nuturing Support (MEANS) Council within the Directorate of Micro, Small and Medium Enterprises. This council shall be headed by an Additional Director. The work and function of the council are mentioned in Annexure-A.
4. There shall be a District MSME Centre (DMC) in each District which shall be headed by Joint Director/Deputy Director. The Districts with the high concentration of MSMEs viz. Faridabad, Rewari, Gurugram, Sonapat, Ambala, Karnal, Yamunanagar, Panipat, Jhajjar and Hisar shall be Joint Director whereas the Districts with the low concentration of MSMEs viz. Nuh, Mewat, Palwal, Mahendragarh, Kurukshetra, Panchkula, Kaithal, Rohtak, Jind, Sirsa, Charkhi Dadri, Bhiwani and Fatehabad shall be headed by the Deputy Director.

5. Administrative Set-up

- a. The existing manpower and sanctioned posts in the Industries & Commerce, Haryana, both at Headquarters and Field Offices shall be split in 60:40 ratio between Industries & Commerce and Micro, Small and Medium Enterprises, Haryana. Accordingly working strength shall also be transferred against sanctioned posts. The sixty percent of the total posts both sanctioned and working, within the Industries & Commerce shall be transferred to Micro, Small and Medium Enterprises, Haryana as mentioned in Annexure-B.
- b. In addition to Sixty Percent posts transferred by Industries & Commerce, Haryana, the Micro, Small and Medium Enterprises, Haryana shall also have new posts created by Finance Department, Haryana vide U.O. No. 1/53/2020-3FD-III/2020/47850, dated 29.10.2020 as mentioned in Annexure C. The details of posts surrendered or abolished or downgraded or put in diminishing cadre, are mentioned in Annexure D.
- c. The sanctioned posts in Micro, Small & Medium Enterprises for both Directorate and District MSME Centres shall be the total number of posts transferred from the Industries & Commerce, Haryana, and new posts created or surrendered or abolished or downgraded by the Finance Department.

Chandigarh:
The 14th June, 2021.

VIJAYENDRA KUMAR,
Principal Secretary to Government of Haryana,
Industries & Commerce Department.

Annexure-A**MSME Advancement & Nurturing Support (MEANS) Council**

Similar to Bureau of Industrial Policy & Promotion (BIPP), which is an agency within the Industries & Commerce for investment promotion, a dedicated agency is set up within the Directorate of MSME for undertaking facilitation & developmental activities for furthering the growth of state's MSMEs & traders.

The agency which shall be named as MSME Advancement & Nurturing Support (MEANS) Council will aim to transform the MSMEs' & traders' ecosystem of the state by enabling active linkages across key stakeholders. The agency will undertake promotional activities across MSME and trader clusters of the state with active coordination with various central government agencies like Ministry of MSME, DPIIT, Ministry of Food Processing Industries (MoFPI), Ministry of Textiles and so on.

Additionally, the agency will strive to provide advisory services to the Directorate on conceptualising and initiating programs for supporting MSMEs & traders become competitive by overcoming their challenges pertaining to access to finance, markets, technology, infrastructure, skills etc. The agency will actively engage with key MSME stakeholders such as Industrial Associations, Banks/Financial Institutions, Business Development Services Providers (BDSPs), OEMs/anchor units, technical/research institutes etc. to foster a vibrant MSME ecosystem.

Key activities of the MEANS Council:

- Act as an implementing agency/ Special Purpose Vehicle (SPV) for coordination and acceptance of funds against various key schemes of GoI like Ministry of MSME MSE-CDP scheme, TiES scheme of DPIIT etc.
- Provide advisory services to the Directorate and other state government bodies & departments for initiating programs to support MSMEs & traders become competitive
- Establish a governance mechanism to provide direction to the activities of the Directorate and to extend policy advocacy support, whenever required
- Provide recommendations for enhancing Ease of Doing Business (EoDB) and reducing Cost of Doing Business (CoDB) for MSMEs and traders
- Liaison with industries associations at the national & state levels, trading corporations, Trade Development Authority & Export Promotion Councils etc.
- Conduct awareness generation & capacity building programs for MSMEs and traders on key topics like market diversification, credit linkages, export promotion, competitiveness, cluster development, skill enhancement etc.
- Enable market diversification of MSMEs by participation in international/domestic trade fairs, exhibitions, conferences etc.
- Conduct international and domestic study tours to capture best practices for development of the state's MSME ecosystem
- Undertake benchmarking studies to analyse and understand the support offered by other countries/states to their MSMEs and traders
- Serve as think tank and knowledge centre for growth of the MSME footprint
- Act as an information helpdesk for the state MSMEs
- Creation and updation of knowledge management system for Directorate and MSMEs, for effective assimilation and dissemination of information
- Preparation of ready project profiles for MSMEs
- Preparation and updating of compendium of MSME schemes (Centre/State)
- Guiding MSMEs across various functional areas of the enterprise and linking them to Business Development Service Providers (BDSPs)
- Conduct MSME surveys and publish reports on key trends in the sector
- Engage experts/knowledge partners as per the Directorate's requirements
- Provide advisory services to Directorate for enabling MSMEs meet their workforce requirement (linkages with Saksham portal, etc.)
- Develop media advertisements, videos, and documentaries for growth of MSMEs
- Publish literature and newsletters for knowledge sharing among MSMEs

Annexure-B

Details of the Sanctioned Posts and Working Strength to be transferred from Industries & Commerce (Both Directorate and Field Offices) to Micro, Small and Medium Enterprises.

A. Directorate

Group	Sr. No.	Name of the Post	Total sanctioned posts in Industries & Commerce	Sanctioned Posts and working strength transferred to MSME (60% of Industries & Commerce)
Group A	1	Additional Director	5	3
	2	Joint Director (Industries)	4	2
	3	Deputy Director (Industrial Promotion, Projects and Statistics)	9	5
		Sub Total (Group A)	18	10
Group B	4	Assistant Director (Industrial Promotion, Projects and Statistics)	4	2
	5	Assistant Director (Legal)	4	2
	6	Superintendent	8	5
		Sub Total (Group B)	16	9
Group C	7	Deputy Superintendent (Headquarter)	2	1
	8	Legal Assistant (Head Quarter)	7	4
	9	Industries Extension Officer (Headquarter)	22	13
	10	Personal Assistant	7	4
	11	Senior Scale Stenographer (Headquarter)	3	2
	12	Assistant (Headquarter)	42	25
	13	Computer Technician	2	1
	14	Junior Scale Stenographer (Headquarter)	8	5
	15	Steno Typist (Headquarter)	17	10
	16	Clerk (Headquarter)	46	28
	17	Driver (Headquarter)	11	7
		Sub Total (Group C)	167	100
Group D	18	Peon (Headquarter)	43	26
		Sub Total (Group D)	43	26
		GRAND TOTAL	244	145

B. Field Offices

Group	Sr. No.	Name of the Posts	Total sanctioned posts in Industries & Commerce	Sanctioned Posts and working strength transferred to MSME (60% of Industries & Commerce)
Group A	1	Joint Director (Industries)	13	8
	2	Deputy Director (Industrial Promotion, Projects and Statistics)	9	5
		Sub Total (Group A)	22	13
Group B	3	Assistant Director (Industrial Promotion, Projects and Statistics)	35	21
	4	Superintendent (DIC)	13	8
		Sub Total (Group B)	48	29
Group C	5	Deputy Superintendent (DIC)	9	5
	6	Industrial Extension Officer (IEOs)(DIC)	79	47
	7	Senior Scale Stenographer (DIC)	13	8
	8	Assistant	44	26
	9	Computer Technician (DIC)	21	13
	10	Junior Scale Stenographer (DIC)	9	5
	11	Steno Typist (DIC)	44	26
	12	Clerk (DIC)	127	76
	13	Driver (DIC)	21	13
		Sub Total (Group C)	367	219
Group D	14	Peon (DIC)	84	50
	15	Chowkidar (DIC)	21	13
	16	Sweeper (DIC)	21	13
		Sub Total (Group D)	126	76
		GRAND TOTAL	563	337

Details of the Creation of posts, abolition of posts, down-gradation of posts and diminishing cadre posts:-**A. Creation of Posts:-****Directorate Head Office (HO)**

Sr. No.	Designation of the Post	No. of posts	FPL	Remarks
1	Additional Director	1	FPL-13 (88400-202600)	
2	Joint Director (Industries)	3	FPL-11 (67700-191000)	
3	Deputy Director (Industrial Promotion Projects and Statistics)	6	FPL-10 (56100-177500)	
4	Establishment Officer	1	FPL-10 (56100-177500)	
5	Assistant Director (Industrial Promotion Projects and Statistics)	4	FPL-7 (44900-142400)	
6	Private Secretary	1	FPL-7 (44900-142400)	
7	ADA (Asstt. District Attorney)	1	FPL-9 (53100-167800)	On Deputation from Prosecution Deptt.
8	Sr. Accounts Officer	1	FPL-11 (67700-191000)	On Deputation basis from FD (HSAS Cadre)
9	Accounts Officer (I Accounts+1 Means Council)	2	FPL-9 (53100-167800)	On Deputation basis from FD (HSAS Cadre)
10	Senior IT Programmer	1	FPL-7	On Deputation
11	Section Officer	1	FPL-7 (44900-142400)	On Deputation basis from FD (HSAS Cadre)
12	Junior IT Programmer	1	FPL-6	On Deputation
13	Driver (HQ)	2	FPL-4 (25500-81100)	
	TOTAL	25		
District MSME Centers (DMCs)				
1	Joint Director (Industries)	2	FPL-11 (67700-191000)	
2	Deputy Director (Industrial Promotion Projects and Statistics)	7	FPL-10 (56100-177500)	
3	Assistant Director (Industrial Promotion Projects and Statistics)	1	FPL-7 (44900-142400)	
4	Dy. Superintendent	12	FPL-6 (35400-112400)	
5	Driver (DIC)	9	FPL-4 (25500-81100)	
	Sub Total	31		

B. Contractual & Out Source Posts

Sr. No.	Designation of the Post	No. of Posts	Salary per month	Remarks
1	Cell Heads MSME	3	Rs. 2,00,000/- (Monthly remuneration)	As per Terms & Conditions of engagement (Subject matter Expert)
2	Cell Heads	1	Rs. 1,50,000/- (Monthly remuneration)	As per Terms & Conditions of engagement (subject matter Expert)
3	Accounts Executive	1	Rs. 50,000/- (Monthly remuneration)	As per Terms & Conditions of engagement
4	Executives	14	Rs. 75,000/- (Monthly remuneration)	As per Terms & Conditions of engagement
5	Executives (CA)	1	Rs. 1,00,000/- (Monthly remuneration)	As per Terms & Conditions of engagement
Total		20		

District MSME Centers (DMCs)

1	Business Facilitation Executive	10	Rs. 50,000/- (Monthly remuneration)	As per Terms & Conditions of engagement
2	Business Facilitation Executive	22	Rs. 50,000/- (Monthly remuneration)	As per Terms & Conditions of engagement
3	Credit Facilitation	22	Rs. 50,000/- (Monthly remuneration)	As per Terms & Conditions of engagement
Sub Total		54		
Grand Total		130		

Detail of the Post Surrendered/Diminishing Cadre/Downgraded

Sr. No.	Description of Post	Surrendered	Diminishing Cadre	Downgraded	No. of posts adjusted against vacant post of HQ	No. of Posts adjusted against vacant post of field	Remarks
1	Assistant Director (Legal)	02	-		-	-	02 Vacant Posts surrendered
2	Superintendent (HQ)	01	02	01	-	-	(i) 01 Post Surrendered (ii) 01 Post downgraded to Deputy Supdt. after the retirement/ promotion of the present incumbent. (iii) 02 posts in diminishing cadre
3	Legal Assistant (HQ)	03	-		-	-	03 Post surrendered

Detail of the Post Surrendered/Diminishing Cadre/Downgraded

Sr. No.	Description of Post	Surrendered	Diminishing Cadre	Downgraded	No. of posts adjusted against vacant post of HQ	No. of Posts adjusted against vacant post of field	Remarks
4	Industrial Extension Officer (HQ)	09	-		-	03	(i) 09 posts surrendered. (ii) IEOs more than over and above the requirement of Directorate MSME. HQ will be transferred/adjusted against vacant posts of IEOs in field offices

5	Personal Assistant (HQ)	01	-	01	-	-	(i) 01 post surrendered. (ii) 01 Post downgraded to Senior Scale Stenographer.
6	Assistant (HQ)	19	-	-	-	-	19 Vacant posts surrendered.
7	Junior Scale Stenographer (HQ)	01	-	-	-	-	01 Vacant post surrendered.
8	Steno-typist (HQ)	05	-	-	-	-	05 Vacant posts surrendered.
9	Clerk (HQ)	09	-	-	-	-	09 Vacant Posts surrendered.
10	Peon (HQ)		-	-	-	-	02 posts will be transferred from field office to Directorate of MSME (Field).
11	Superintendent (Field)	03	-	-	-	-	03 vacant posts surrendered.
12	Industrial Extension Officer (Field)	03	-	-	-	-	03 Vacant posts surrendered.
13	Senior Scale Stenographer (Field)	08	-	-	-	-	08 Vacant posts surrendered.
14	Assistant (Field)	04	-	-	-	-	04 Vacant posts surrendered.
15	Computer Technician (Field)	13	-	-	-	-	13 Vacant posts surrendered.

Detail of the Post Surrendered/Diminishing Cadre/Downgraded

Sr. No.	Description of Post	Surrendered	Diminishing Cadre	Downgraded	No. of posts adjusted against vacant post of HQ	No. of Posts adjusted against vacant post of field	Remarks
16	Junior Scale Stenographer (Field)	05	-	-	-	-	05 Vacant posts surrendered.
17	Steno Typist (Field)	26	-	-	-	-	26 Vacant posts surrendered.
18	Clerk (Field)	32	-				
19	Peon (Field)	21	05			02	(i) 21 Vacant posts surrendered. (ii) 02 Posts will be transferred from Field office to Directorate of MSME (HQ). (iii) 05 posts in diminishing cadre.
20	Chowkidar (Field)	13	-	-	-	-	
21	Sweeper (Field)	13	-	-	-	-	
	Total	191	07	02			
